



Case Number _____

City of Flagstaff

Community Investment Division

211 West Aspen Avenue
Flagstaff, Arizona 86001

Tel: 928-779-7632
Fax: 928-779-7684

CITIZEN ASSISTANCE FORM

Date _____ Time: _____

Your name _____

Home phone _____

Your address _____

Business phone _____

Fax _____

Is this a ☐ Request for Information? ☐ Concern? ☐ Other?

General Description of how we may help you _____

Location of problem/ complaint _____

Staff Use Only:

Received by _____ Department _____ Date _____

Routed for action to:

- ☐ Code Enforcement
- ☐ Police
- ☐ City Attorney
- ☐ City Manager
- ☐ Finance

- ☐ DS – Project Management
- ☐ DS – Building Inspections
- ☐ DS – Public Works Inspections
- ☐ CI – Capital Improvements
- ☐ CI – Stormwater Management

- ☐ CI - Traffic
- ☐ Envir. Services
- ☐ Ind. Waste
- ☐ Parks
- ☐

Assigned for action to _____ Date _____ Time _____

Recommended action ☐ Sustained Complaint ☐ Other
☐ Unfounded

Comments _____

By _____ Date _____ Time _____

Citizen notified of action by _____ Date _____ Time _____